

## **TAXICAB/LIMOUSINE FRANCHISE APPLICATION PROCEDURE**

- ☐ All applications will be picked up and returned, once completed, to the City Clerk's Office.
- ☐ Thereafter, a copy of the application will be forwarded to the Logistics Division of the Police Department, the Revenue Department, and the Community Development Department.
- ☐ Those departments will be instructed to return their reports to the City Clerk's Office.
- ☐ Upon receipt of the recommendations from each individual department, the City Clerk's Office will be notified in order for the franchise application to be placed on the City Council agenda.
- ☐ The City Clerk's Office will schedule the public hearing and notify all taxicab/limousine franchisees of the upcoming public hearing. Notice will be placed in The City Page at least 10 days prior to the public hearing.
- ☐ The City Clerk's Office will advise the applicant of the date of the Council meeting in the same letter containing the departmental recommendations.
- ☐ The City Clerk's Office will be responsible for collecting all materials to be included in the Council agenda packages and forwarding it to the City Manager's office via Muniagenda.
- ☐ The City Clerk's Office will brief the Assistant City Attorney on the application so that he/she can make the presentation to the City Council.
- ☐ The City Clerk's Office will notify the applicant of the approval/denial of their application and what other provisions they need to complete prior to start-up.